

**DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING**

This is a Casual/Seasonal position (maximum of 37.5 hours work per week) without healthcare benefits. Salary will be commensurate with experience.

Opening Date: November 26, 2019

Closing Date: December 6, 2019

**CASUAL/SEASONAL Administrative Assistant
Criminal Division, Superior Court Unit (Felony Trial)
Kent County**

This administrative assistant provides secretarial assistance to Deputy Attorneys General in the Criminal Division, Felony Trial Unit, in Kent County. Duties include answering telephones, typing, setting up files, running criminal record checks, typing informations/indictments, briefs, pleadings and other legal correspondence; preparing subpoena lists, managing busy calendars. The incumbent must be prepared to multi-task; working for a number of Deputy Attorneys General at any given time and handling extra duties as assigned by the Deputy Attorneys General. This position is also part of a coverage rotation schedule for the main Receptionist telephones.

Minimum Qualifications

Must be detail-oriented, well-organized and proficient in Microsoft Word and prior DELJIS experience is a plus. Must have the ability to interact professionally with members of the public, including victims and witnesses. Must maintain a productive working relationship with Court staff. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages. Must be able to work in a high volume, fast-paced work environment.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.